

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 700 INMATE REGULATIONS	SUPERSEDES AR 704 (08/12/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 704 LAUNDRY AND CLOTHING PROCEDURE	EFFECTIVE DATE: 09/06/03

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PURPOSE

To ensure the issuance of sufficient clothing, bedding and linen supplies to all inmates.

To establish guidelines for laundry services.

To assist in establishing inmate accountability for the use of clothing, bedding and linen supplies.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It is the responsibility of the Department that all inmates shall be provided clothing, bedding and linen to meet and maintain minimum hygiene.

Inmates are responsible for the care and maintenance of all items of clothing and bedding.

DEFINITIONS

AUTHORIZED AMOUNT – The minimum amount of state-issued clothing as approved by the Nevada Legislature in the budgetary process.

WORKDAY – For this procedure a workday is any day other than a weekend or holiday.

APPLICABILITY

This regulation applies to all inmates incarcerated within the Department.

PROCEDURES

704.01 CLOTHING AND BEDDING SUPPLY PROCEDURES

1.1 All facilities/institutions shall establish procedures to ensure all clothing and bedding supplies issued or received by inmates are recorded. **(3-4316)**

1.2 Inmates shall be responsible for the proper use of clothing and bedding supplies. **(3-4316)**

1.2.1 Any inmate, who alters, loses, gives away, or renders state-issued clothing and bedding unusable through neglect or destruction is subject to disciplinary action. Restitution shall be assessed if found guilty of such an action.

1.2.2 Personal clothing, which is altered or used in an unauthorized manner, is subject to disciplinary action. The item(s) will be confiscated if an inmate is found guilty of such an action.

1.3 Within three (3) working days upon arrival in the Department, each inmate shall be provided with a suitable issue of clothing and bedding supplies

1.3.1 The specific items and amount to be issued will be durable, presentable and climatically suitable. **(3-4317)**

1.3.2 All personal clothing arriving with the inmate that complies with the Department's Administrative Regulation 711 may be issued to the inmate after being thoroughly cleaned. **(3-4320)**

1.4 The Department will endeavor to provide inmates the opportunity to have three complete sets of clean clothing per week. **(3-4319)**

1.4.1 Clothing packages, as outlined in the Department's Administrative regulation 711, are allowed.

- 1.4.1 Clothing will be available for purchase, at cost, at the inmate canteen.
- 1.5 Institutions/facilities shall establish procedures to ensure linen can be exchanged, including towels, at least weekly. **(3-4321)**
- 1.5.1 Each inmate shall be issued two sheets, one mattress and a sufficient number of blankets to provide comfort under existing temperature controls.
- 1.5.2 Pillows and pillowcases are available for inmates, at cost, through Prison Industries.
- 1.6 Special clothing, including safety and protective clothing, may be provided for inmates assigned to such areas as food services, infirmary, or other special assignments. **(3-4318)**
- 1.6.1 The specific items and amount of protective clothing to be issued shall be in accordance with the requirements of their work assignments.
- 1.6.2 When appropriate, inmates will also be furnished protective equipment such as gloves, goggles, and boots.
- 1.7 Clothing and bedding issue for inmates housed in specialized housing may vary for safety and security reasons.
- 1.8 Inmates who possess personal clothing or bedding supplies in excess of the minimum authorized state-issued amount are not eligible for a state clothing issue.
- 1.9 When an inmate is released from custody, excess state-issue clothing and bedding supplies will be confiscated. It will be determined on a case-by-case basis if an inmate being released needs to keep their jacket.
- 1.9.1 All personal outer clothing will leave with the inmate.
- 1.9.2 All underclothing, whether personal or state-issue, such as T-shirts, underwear and socks will leave with the inmate.
- 1.9.3 Outer clothing may be reissued after thorough cleaning and if they are suitable and presentable.
- 1.10 Prior to issue, all state clothing will be identified as state property.
- 1.11 Special purchase of state-issued clothing for a specific inmate's requirements may be on a may be obtained on a case-by-case basis.

704.02 CLOTHING/LAUNDRY OPERATIONS

1.1 Laundry services or facilities will be provided by all institutions/facilities to ensure clean clothing and linens, and the collection, storage and exchange of both clothing and linens should be accomplished in a hygienic manner. **(3-4319)**

1.2 Clothing/Laundry Room

1.2.1 Hours of operation shall be posted outside the clothing room. Hours reserved for special purposes shall be clearly shown. Clothing rooms will normally remain open Monday through Friday, and remain closed on Saturdays, Sundays, and holidays.

1.2.2 Methods of exchange will vary according to each inmate's custody, classification, housing and institution/facility and should be clearly outlined in institutional procedures. **(3-4319)**

1.2.3 The amount of clothing, linen, and bedding stored should exceed that required for the facility's population. **(3-4316)**

1.3 Inmates in segregation will receive laundry services, clothing, bedding, and linen exchange on the same intervals and time as inmates in the general population. **(3-4251)**

REFERENCES

ACA Standard 3-4251

ACA Standards 3-4315 through 4320

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.